



Dawson Regional Planning Commission

Moving Forward • Nanwakinda In'aca

DRPC Notes for Training and Orientation

April 2019 Finance/Administration

Currently the DRPC has not received any funding, because of this, the Council will fund the DRPC in the interim until their funding arrives at which time the money will be returned to the Council.

- 1) The funding is provided in installments, there is a deliverable due to the Council and YG in order to receive the next set of funding. It is important to have the deliverables submitted on time, if they are not, YG **will halt funding**.
- 2) **Funding may also be halted due to bad Financial Audits**
- 3) 2 signatures are required on every cheque (and there are limits in place) the commission should pass a motion as to who can sign together on the cheques.

I.e. always one commission member or anyone to sign

The signatories will be all commission members, Heidi Hansen, Tim Van Hinte, and Ron Cruikshank.

Almost every document submitted for any purpose will require 2 signatures

Signing authority limits

Senior Planner \$10,000

Senior Financial Administrator (YLUPC/DRPC) \$5,000

Director (YLUPC) \$10,000

No Limit for Members

No expenses can be paid online due to the 2 signature requirement

- 4) Financial statements will be provided to the Commission at meetings, they will be approved by the Senior Planner and submitted (to YG) prior to the 20th of each month. I will be available by phone to accept any question or comments.
- 5) For audit requirements receipts CANNOT be a visa receipt, original copies of invoices which include the GST are required for reimbursement. Important to keep an eye on receipts of taxis and restaurants for these to be reimbursed.
- 6) YG Travel rates are followed for incidentals, meals, mileage, etc. They are updated April 1 every year.
- 7) Would be beneficial for the Commission to adopt financial procedures similar to the Council.
- 8) I also recommend the Commission adopt financial policies similar to the Council.

Appendix F

Reporting and Payment Schedule

The Commission 2014 reporting and payment schedule is outlined in Table F-1.

Table F-1

Deliverable	Draft Deliverable Due Date to YG and Council	Deliverable Due Date to YG and Council	YG Response Date	Date of Payment	Amount of Payment
Funding agreement with approved operating budget and annual work plan for 2014/2015		n/a		1-Apr-14	102,512.00
Approved Annual report, Audited financial statements and any Management Letter for April 1, 2013 to March 31, 2014	15-July-13	31-July-14	20 working days after receipt of documents	15-Aug-14	102,512.00
In-House Financial Statement year-to-date for the previous month		20 th of each month	20 working days after receipt of documents		
Budget Estimate for 2015-2016 Fiscal Year	15-Aug-14	1-Sept-14			
Interim In-House Financial Statement and Interim Report for April 1, 2014 to August 31, 2014	15-Sept-14	30-Sept-14	20 working days after receipt of documents	1-Nov-14	102,513.00

MEALS AND INCIDENTAL EXPENSES FOR EMPLOYEES ON TRAVEL STATUS

Rates Effective April 1, 2019

The amount claimed up to a maximum of:

	Breakfast	Lunch	Dinner	Incidental Expenses	Full Day Expenses
Yukon	\$21.15 CAD	\$21.45 CAD	\$59.25 CAD	\$17.30 CAD	\$119.15 CAD
NWT	\$26.00 CAD	\$28.20 CAD	\$62.35 CAD	\$17.30 CAD	\$133.85 CAD
Nunavut	\$27.30 CAD	\$36.95 CAD	\$90.35 CAD	\$17.30 CAD	\$171.90 CAD
Rest of Canada	\$20.50 CAD	\$20.10 CAD	\$50.65 CAD	\$17.30 CAD	\$108.55 CAD
Alaska	\$21.15 USD	\$21.45 USD	\$59.25 USD	\$17.30 USD	\$119.15 USD
Rest of USA	\$20.50 USD	\$20.10 USD	\$50.65 USD	\$17.30 USD	\$108.55 USD
Outside of Canada and USA	For travel outside Canada and USA, refer to Government of Canada webpage - http://www.nic-cmn.gc.ca/directive/app_d.php?lang=en				

Private Accommodation

\$50 CAD per night (In Yukon, NWT and rest of Canada)

\$50 USD per night (In Alaska and rest of USA)

Distance Allowance for Private Vehicle

61.5 cents CAD per kilometer (Minimum daily mileage rate is \$2.35 CAD)

Child Care Reimbursements

Actual and reasonable expenses up to a maximum of \$26.00 CAD per day per child